

POSITION DESCRIPTION
CLASS TITLE: Swim Instructor

Grade Number: Part Time (\$8.97-\$9.74 hr)

Department: Parks and Recreation

Date: January 2015

GENERAL PURPOSE

A swim instructor will be trained in all the latest Starfish Swimming procedures for swim instruction and lesson delivery systems. Swim instructor's will be responsible for delivering proper class content and completion of all recording material required by the Starfish Swimming and the City.

SUPERVISION RECEIVED

Works under the general supervision of the Aquatics Manager and Assistant

SUPERVISION EXERCISED

Exercises supervision over all students in their program, and as a mentor of new swim instructor employees who are in training

ESSENTIAL DUTIES AND RESPONSIBILITIES

Is responsible for the accurate and timely lesson service delivery of content specific material as prescribed by the Starfish Swimming program.

Responds professionally to public inquiries about aquatic programs, rules and procedures, and may be asked from time to time to file and report on information concerning those inquiries.

Assists in the preparation of posters, fliers, and related promotional material related to aquatic programs, lesson schedules, content requirements and special events.

Coordinates, completes and maintains all records as they relate to Starfish Swimming and City of Kingman employment procedures, filing of accident, incident, or employee related reports.

Performs a variety of miscellaneous duties such as answering the phone, typing, facility supervision, public speaking to youth groups and classes, and general public relations and promotion of the City Aquatic and swim lesson programs

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Minimum age is 16 (applicant must be 15 years of age to enter Starfish certification program with approval of Lesson Instructor)
- (B) Be able to complete the Starfish Swimming Instruction course.
- (C) Be able to work mornings and evenings during the summer.

Necessary Knowledge, Skills and Abilities:

- (A) Exhibits knowledge and certification of an approved Starfish Swimming Instructor. Knowledge of Starfish Swimming procedures, facility safety procedures, and any other associated operations and techniques used in a comprehensive community aquatic and lesson program
- (B) Skill in operation of listed tools and equipment; Skill in First Aid, CPR, AED, and Bloodborne Pathogens procedures.

- (C) Ability to perform and deliver all the approved teaching techniques and information, day to day policies and procedures of the Aquatics division, record keeping and professional public presentation and relations. Ability to communicate effectively with the staff, supervisors, management and the public. Ability to effectively teach and have fun.

SPECIAL REQUIREMENTS

Valid Arizona driver's license or ability to obtain one. Lifeguard Certification, First Aid, CPR for the Professional Rescuer, AED and Bloodborne Pathogens.

TOOLS AND EQUIPMENT USED

Calculator; copy and fax machines; phones; and various professional rescue equipment, i.e.; rescue tubes, backboards, CPR mask, AED's, teaching toys, etc.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit in direct sunlight, walk, jump into water, talk and listen. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee may occasionally lift and/or tow varying body weights of generally 20 to 200 pounds through the water, and with assistance lift a person onto the deck. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and /or humid conditions, wind and chlorinated pool water, toxic and/or caustic cleaning chemicals.

The noise level in the work environment is usually loud while on the pool deck, or moderately quiet when in the office.

SELECTION GUIDELINES

Formal application; completion of Starfish Swimming program, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirement of the job change.